



COUNTY GOVERNMENT OF BUNGOMA

COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

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VACANCIES

The County Public Service Board wishes to recruit competent and qualified Kenyans to fill the under mentioned positions.

02nd August, 2024

DEPARTMENT OF HEALTH AND SANITATION

V.NO. 03/2024 MEDICAL OFFICERS, JG “M” (9 POSTS)

Duties and Responsibilities

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicines, medical instruments and equipment;
- Providing health education;
- Maintaining medical records, health information and data;
- Counseling patients and their relatives on diagnosis and bereavement;
- Teaching and coaching medical students, nursing students and clinical officer interns and
- Preparing requisite documents for registration.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- Be a Kenyan Citizen;
- Have Bachelor of medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- Have successfully completed one (1) year internship from a recognized institution;
- Have Registration license from the Medical Practitioners and Dentists Board and
- Have Certificate in Computer application Skills from a recognized institution.

Terms of service –6 Months Contract

V.NO.04/2024 PHARMACISTS, JG “M” (4 POSTS)

Duties and Responsibilities

- Screening prescriptions for legal validity, drug contraindications, drug interactions, and appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparation and dispensing of medicines according to good dispensing practices and counseling patients on use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges;
- Maintaining a daily activity log book for recording all activities under taken;

- g) Recommending over the counter (OTC) Medicine to patients/clients with simple medical conditions and making necessary referrals and
- h) Making entries into the relevant inventory management records and registers.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- c) Have successfully completed one (1) year internship from a recognized institution;
- d) Have Registration Certificate by the Pharmacy and Poisons Board;
- e) Have Certificate in Computer application Skills form a recognized institution and
- f) Have a valid practicing license.

Terms of service –6 Months Contract

V.NO.05/2024 DENTAL OFFICERS, JG “M” (5 POSTS)

Duties and Responsibilities

- a) Providing dental care including: diagnosing common oral conditions, treating, prescribing and referring;
- b) Carrying out minor oral and maxillofacial surgery;
- c) Prosthetics, and conservative dentistry;
- d) Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;
- e) Collecting information on dental health information system;
- f) Organizing discharge summaries and follow-up of patients; and
- g) Acting as the first on call on duty

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- c) Have successfully completed one (1) year internship from a recognized institution;
- d) Have Certificate of Registration by the Medical Practitioners and Dentists Board; and
- e) Have Certificate in Computer Application skills from a recognized institution.

Terms of service –6 Months Contract

V.NO.06/2024 CLINICAL OFFICER, JG “K” (10 POSTS)

Duties and Responsibilities

- a) Taking history, examining, diagnosing and treating patients’ common ailments at an outpatient or inpatient health facility
- b) Guiding and counseling patients, clients and staff on health issues
- c) Referring patients and clients to appropriate health facilities
- d) Assessing, preparing and presenting medico-legal reports
- e) Coaching and mentoring students on attachments
- f) Carrying out surgical procedures as per training and skill
- g) Organizing health management team and convening health management committee meeting
- h) Collecting and compiling data for research on clinical services issues

Requirements for appointment

For appointment to this grade, a candidate must have:

- a) Bachelors’ degree in clinical medicine from a recognized institution
- b) Certificate of registration from the clinical Officers’ Council
- c) Have a valid practicing license
- d) Have Certificate in Computer Application Skill from a recognized institution

Terms of service –6 Months Contract

V.NO.07/2024 REGISTERED CLINICAL OFFICER III, JG “H” (43 POSTS)

Duties and Responsibilities

- a) Taking history, examining, diagnosing and treating patients’ common ailments at an outpatient or inpatient health facility;
- b) Implementing community health care activities in liaison with other health workers;
- c) Guiding and counseling patients, clients and staff on health issues;
- d) Sensitizing patients and clients on preventive and promotive health;
- e) Carrying out minor surgical procedures as per training and skill;
- f) Collecting and compiling clinical data and
- g) Referring patients and clients to appropriate health facilities.

Requirement for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community health from a recognized institution;
- c) Have Certificate of Registration from the Clinical Officers’ Council;
- d) Have Certificate in Computer Application Skill from a recognized institution and
- e) Have a valid practicing license.

Terms of Service – 6 Months Contract

V.NO.08/2024 NURSING OFFICER, JG “K” (10 POSTS)

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

- a) Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan.
- b) Performing a comprehensive physical examination within various settings
- c) Assessing, formulating, planning and implementing evidence-based nursing care or client/patient
- d) Carrying out patient audits to improve client/patient care
- e) Collaboration and maintain effective working relationships among interdisciplinary teams to support client/patient and their families.
- f) Carrying out therapeutic communication with the patient/client
- g) Conducting community health risk assessment and providing outcome based interventions
- h) Documenting interventions and nursing outcomes
- i) Participating in quality improvement and quality assurance procedures, and
- j) Diagnosing common health conditions and recommending necessary interventions.

Requirements for Appointments

For appointment to this grade, a candidate must

- a) Bachelors Degree in either Nursing or Midwifery from a recognized institution,
- b) Registration certificate issued by the Nursing Council of Kenya,
- c) Valid practicing license from the Nursing Council of Kenya and
- d) Certificate in computer application skills from a recognized institution.

V.NO.09/2024 REGISTERED NURSE III, JG “H” (82 POSTS)

Duties and Responsibilities

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcome;
- b) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs;
- c) Referring patients and clients appropriately;
- d) Facilitating patients' admission and initiating discharge plans;
- e) Maintaining records on patients/clients health condition and care;
- f) Ensuring a tidy and safe clinical environment and
- g) Collecting and compiling data.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered

Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

- c) Have Registration Certificate issued by the Nursing Council of Kenya;
- d) Have a Valid practicing license from the Nursing Council of Kenya and
- e) Have Certificate in computer application skills from a recognized institution.

Terms of service –6 Months Contract

V.NO.10/2024 ENROLLED NURSE III, JG “G” (10 POSTS)

Duties and Responsibilities

- h) Assessing, planning, implementing nursing interventions and evaluating patient's outcome;
- i) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs;
- j) Referring patients and clients appropriately;
- k) Facilitating patients' admission and initiating discharge plans;
- l) Maintaining records on patients/clients health condition and care;
- m) Ensuring a tidy and safe clinical environment and
- n) Collecting and compiling data.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- f) Be a Kenyan Citizen;
- g) Have Certificate in any of the following disciplines: Kenya Enrolled Community Health Nursing, Kenya Enrolled Nursing, Kenya Enrolled Midwifery, Kenya Enrolled Nursing/Midwifery or Kenya Enrolled Nursing/Mental Health and Psychiatry from a recognized institution;
- h) Have Registration Certificate issued by the Nursing Council of Kenya;
- i) Have a Valid practicing license from the Nursing Council of Kenya and
- j) Have Certificate in computer application skills from a recognized institution.

Terms of service –6 Months Contract

V.NO.11/2024 PHARMACEUTICAL TECHNOLOGIST III, JG “H” (30 POSTS)

Duties and Responsibilities

- a) Dispensing drugs/medicines;
- b) Receiving, interpreting and processing prescriptions;
- c) Recording prescriptions in a pharmacy unit;
- d) Pre-packing, repacking and writing instructions on labels;
- e) Counseling patients on usage of drugs in a pharmacy unit;
- f) Maintaining drugs registers/books and
- g) Stock-taking of drugs and medicinal devices on monthly basis.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- c) Have Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- d) Have Certificate in computer application skills from a recognized institution and
- e) Have a valid practicing Certificate.

Terms of service –6 Months Contract

V.NO. 12/2024 ASSISTANT HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER III, JG “H” (10 POSTS)

Duties and Responsibilities

- a) Receiving and documenting patients at hospital reception;
- b) Registering and booking appointments for patients to clinics and consultants;
- c) Storing and retrieving medical records documents;
- d) Preparing Clinics;
- e) Updating bed bureau;
- f) Editing of patient’s case records;
- g) Gathering data from different sources;
- h) Capturing data from service points;
- i) Maintaining records safety and confidentiality;
- j) Storing and retrieving medical records;
- k) Balancing daily bed returns;
- l) Creating and maintaining master index;
- m) Updating patients master index;
- n) Directing patients to relevant clinics;
- o) Scheduling of patients to the consultants and specialty clinics;
- p) Assigning codes to diseases and surgical procedures in medicine and
- q) Preparing health records and reports.

Requirements for Appointments

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Diploma in Health Records and Information Technology from a recognized institution;
- c) Have a Registration Certificate Issued by Association of Medical Records Officers of Kenya (AMROK)
- d) Have Certificate in computer application skills from a recognized institution.

Terms of service –6 Months Contract

**V.NO. 13/2024 HEALTH RECORDS & INFORMATION MANAGEMENT ASSISTANT III,
JG “G” (10 POSTS)**

Duties and Responsibilities

- a) Receiving and registering patients at hospital reception;
- b) Booking appointment for patients to specialty and consultants clinics;
- c) Storing and retrieving medical records and documents;
- d) Preparing clinics;
- e) Updating bed bureaus;
- f) Capturing data from service points; maintaining record safety and confidentiality; and
- g) Directing patients to relevant clinics.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Certificate in Health Records and Information Technology from a recognized institution;
- c) Have a Registration Certificate Issued by Association of Medical Records Officers of Kenya (AMROK); and
- d) Have Certificate in Computer Application Skills from a recognized institution.

Terms of service –6 Months Contract

V.NO.14/2024 PUBLIC HEALTH OFFICER I, JG “K” (5 POSTS)

Duties and Responsibilities

- a) Identifying environmental health issues at community level;
- b) Compiling and maintaining up to date records of services rendered
- c) Assessing health needs of the community
- d) Implementing sanitation and hygiene standards in the community
- e) Sensitizing communities on food and water safety measures
- f) Compiling data on disease trends

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen
- b) Have Bachelors Degree in either Environmental Health Science or Public Health from a recognized institution;
- c) Certificate of competence from the Association of Public Health Officers
- d) Have Certificate in Computer application skills from a recognized institution.

Terms of service –6 Months Contract

V.NO. 15/2024 MEDICAL LABORATORY OFFICER, JG “K” (10 POSTS)

Duties and Responsibilities

- a) Receiving and scrutinizing laboratory requisition forms and specimens;
- b) Preparing clients for collection of specimens;
- c) Receiving, collecting, labeling and registering patient’s specimens;
- d) Preparing laboratory reagents;
- e) Examining specimens;
- f) Writing and recording results;
- g) Preparing stains and reagents
- h) Recruiting and preparing and blending blood donors for transfusion services
- i) Performing blood grouping, storing blood products according to their requirements
- j) Screening for blood transfusion transmissible infections
- k) Issuing blood and blood products to peripheral health facilities.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have Bachelor’s Degree in medical laboratory sciences or any other equivalent qualification from an institution recognized by the Kenya Medical laboratory Technicians and Technologist Board;
- c) Have Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);
- d) Have Valid practicing license from Kenya medical Laboratory Technicians and Technologist Board and
- e) Have Certificate in computer application skills from a recognized institution.

Terms of service –6 Months Contract

V.NO. 16/2024 MEDICAL LABORATORY TECHNOLOGIST III, JG “H” (20 POSTS)

Duties and Responsibilities

- l) Decontaminating working benches;
- m) Receiving and scrutinizing laboratory requisition forms and specimens;
- n) Preparing clients for collection of specimens;
- o) Receiving, collecting, labeling and registering specimens;
- p) Disaggregating specimens for processing and analysis;
- q) Preparing reagents;
- r) Examining specimens;
- s) Writing and recording results;
- t) Dispatching the results for clinical management;
- u) Preparing stains;
- v) Performing blood grouping and
- w) Issuing blood and blood products to peripheral health facilities and storing blood products according to their requirements.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- f) Be a Kenyan Citizen;
- g) Have Diploma in medical laboratory sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board;
- h) Have Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);
- i) Have Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board and
- j) Have Certificate in computer application skills from a recognized institution.

Terms of service –6 Months Contract

V.NO.17/2024 RADIOGRAPHER III, JG “H” (5 POSTS)

Duties and Responsibilities

- a) Providing radiographic services to the patients;
- b) Processing, verifying and maintaining information relating to patients;
- c) Ordering and maintaining records of radiographic and photographic supplies.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- c) Have Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

Terms of service –6 Months Contract

V.NO.18/2024 NUTRITION & DIETETICS OFFICER, JG “K” (5 POSTS)

Duties and Responsibilities

- a) Preparing and implementing therapeutic diets for outpatients and inpatients;
- b) Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions;
- c) Treating and counseling patients using specialized dietetic process including screening, assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- d) Providing nutrition support in patient management in health care facilities;
- e) Developing and disseminating nutrition behavior change communication, information, education and communication materials;

- f) Implementing nutrition health programmes; and
- g) Collecting and compiling nutrition and dietetic data.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have a Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized Institution;
- c) Be registered by the Council of the Institute of Nutritionists and Dietitians (CIND); and
- d) Have Certificate in Computer Application Skills from a recognized institution;

Terms of service –6 Months Contract

V.NO.19/2024 NUTRITION & DIETETICS TECHNOLOGIST III, JG “H” (15 POSTS)

Duties and Responsibilities

- a) Implementing nutrition programmes;
- b) Providing nutrition services in health care facilities;
- c) Conducting nutrition assessments;
- d) Collecting and compiling nutrition data;
- e) Providing nutrition health education and demonstrations;
- f) Counseling of patients with specific nutritional needs;
- g) Monitoring preparation of therapeutic feeds;
- h) Preparation of monthly reports and monitoring Nutrition Programmes;
- i) Implementing outpatient and inpatient supplementary and therapeutic feeding programmes and
- j) Promoting maternal, infant and young children feeding programmes and providing micronutrient supplementation.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have Diploma in community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- c) Have Certificate in computer Application skills from a recognized institution;
- d) Have Registration by the Council of the Institute of Nutritionists and Dieticians (CIND) and
- e) Have a valid practicing license.

Terms of service –6 Months Contract

V.NO.20/2024 ASSISTANT PHYSIOTHERAPIST III, JG “H” (5 POSTS)

Duties and Responsibilities

- a) Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- b) Assessing patient needs including rehabilitation;
- c) Verifying and maintaining information and records relating to patients; screening assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- d) Collecting data for operational research;
- e) Sensitizing the community on Physiotherapy issues; and
- f) Preparing periodic reports.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have Diploma in Physiotherapy from a recognized institution;
- c) Have Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- d) Have Current Certificate of practice from Physiotherapy Council of Kenya (PCK); and
- e) Have Certificate in any Computer Application skills.

Terms of service –6 Months Contract

V.NO.21/2024 ASSISTANT OCCUPATIONAL THERAPIST III, JG “H” (5 POSTS)

Duties and Responsibilities

- a) Maintaining records and data relating to patients;
- b) Collecting data for operational research;
- c) Sensitizing the community on occupational therapy issues; and
- d) Preparing periodic reports.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan citizen;
- b) Be a holder of Kenya Certificate of Secondary Education (KCSE), mean grade C and above or its equivalent; and
- c) Be a holder of Diploma in Occupational Therapy from a recognized institution.

Terms of service –6 Months Contract

V.NO.22/2024 ORTHOPEDIC TRAUMA TECHNOLOGIST III, JG “H” (5 POSTS)

Duties and responsibilities

- a) Interpreting radiological images of orthopedic and trauma cases;
- b) Manipulating and reducing fractures and dislocations;
- c) Fixing and removing casts, bandages and tractions to and from patients;

- d) Correcting congenital Talipes Equino-Varus (C.T.E.V);
- e) Counseling patients/clients on issues regarding orthopedic trauma;
- f) Cleaning and treating simple wounds resulting from orthopedic trauma;
- g) Documenting orthopedic and trauma case; and
- h) Assessing and referring patients with Musculo-skeletal conditions;

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have Diploma in Orthopedic Plaster Technology from a recognized institution; and
- c) Have Certificate in Computer Applications skills from a recognized institution

Terms of service –6 Months Contract

V.NO.23/2024 BIO-MEDICAL TECHNOLOGIST III, JG “H” (4 POSTS)

Duties and Responsibilities

- a) Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture;
- b) Requisitioning for spare parts and consumables;
- c) Taking inventory of medical/hospital equipment, furniture and plants;
- d) Collecting information for research;
- e) Collecting information on medical engineering services for input into the Integrated Health Information Management System;
- f) Carrying out minor repairs of health facilities and utilities; and
- g) Implementing medical engineering programmes and projects.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- c) Registered with Association of Medical Engineers of Kenya (AMEK)
- d) Have a valid practicing license from Association of Medical Engineers of Kenya (AMEK)
- e) Two years working experience in Medical Equipment maintenance
- f) Experience in a busy medical institution is an added advantage
- g) Good organizational problem solving and inter-personal skills
- h) Have Certificate in Computer Application Skills from a recognized institution

Terms of service –6 Months Contract

V.NO.24/2024 MORTUARY ATTENDANT III, JG “D” (6 POSTS)

Duties and Responsibilities

- a) Receiving of dead bodies from ward, public and police and delivering the same to relatives/parents/police.
- b) Wrapping in mortuary sheets, labelling and storing of dead bodies in the cold rooms of the mortuary.
- c) Keeping appropriate registers for receipt and delivery of dead bodies at the mortuary.
- d) Embalming of dead whenever required.
- e) Delivering bodies for autopsies to relatives/parents/police
- f) Assisting in post mortem
- g) Proper cleanliness and up keeping of the mortuary and cold room equipment

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have KCSE D plain or its approved equivalent
- c) Relevant training from a recognized institution

Terms of service –6 Months Contract

V.NO.25/2024 DRIVER III, JG “D” (10 POSTS)

Duties and Responsibilities

- a) Carrying out routing checks on the vehicles, cooling, oil, electrical and brake system and tyre pressure
- b) Detecting and reporting malfunction of the vehicle system
- c) Maintenance of work tickets for vehicles assigned.
- d) Ensuring security and safety for the vehicle on and off the road
- e) Safety of the passengers and/or goods there in.
- f) Maintaining cleanliness of the vehicle

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan citizen;
- b) Have KCSE D plain or its equivalent qualification from a recognized institution
- c) Have a valid driving license free from any current endorsement for classes of vehicles an officer is required to drive
- d) Attend a First Aid course lasting not less than one week at St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- e) Passed suitability test for driver grade III.
- f) Passed practical test for drivers conducted by the respective department
- g) A valid certificate of Good Conduct from the Kenya Police
- h) At least two years driving experience

Terms of service –6 Months Contract

V.NO.26/2024 INFORMATION COMMUNICATION TECHNOLOGY OFFICERS III, JG “H” (10 POSTS)

Duties and Responsibilities

- a) Writing and testing simple computer programs according to instructions and specifications; assisting in the implementation of the computer systems
- b) Providing user support and training of users;
- c) Repairs and maintenance of ICT equipment
- d) Monitoring the performance of ICT equipment and
- e) Reporting any faults for further action.

Requirements for Appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Kenya certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English/Kiswahili or its approved equivalent
- c) Diploma in any of the following: Computer Science, Electrical/Electronics Engineering or its equivalent qualification from a recognized institution

Terms of service –6 Months Contract

V.NO.27/2024 COMMUNITY ORAL HEALTH OFFICER III, JG “H” (5 POSTS)

Duties and responsibilities

- a) Participation in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- b) Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- c) Diagnosis and treatment of common dental conditions;
- d) Temporary and permanent dental restorations;
- e) Reducing simple fractures of jaws;
- f) Extractions and disimpactions;
- g) Drainage of dental abscess, suturing to stop bleeding; and
- h) Prescription of analgesics and anti-biotics.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan Citizen;
- b) Have Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and C (Plain) in English/ Kiswahili and Biology/Biological Sciences and C-(Minus) grade in either chemistry, physics/physical sciences, mathematics or general sciences; and
- c) Have Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

Terms of service –6 months Contract

V.NO.28/2024 CLERICAL OFFICERS II, JG “F” (50 POSTS)

Duties and responsibilities

- a) Compiling statistical records
- b) Sorting filing and dispatching letters
- c) Maintain an efficient filing system,
- d) Processing appointments, promotion, discipline, transfers and other related duties in Human Resource Management
- e) Computation of financial or statistical records based on routine or special sources of information
- f) Preparing payment vouchers
- g) Compiling data and drafting simple letters

Requirements for Appointment

For appointment to this grade, a candidate must: -

- d) Be a Kenyan Citizen;
- e) Have Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) or its approved equivalent

Terms of service –6 Months Contract

V.NO.29/2024 ASSISTANT CATERESS, JG “H” (15 POSTS)

Duties and Responsibilities

- a) Work at this level involves management of catering services in a medium size catering/housekeeping facilities or institution by ensuring efficient and proper organization and management of catering services,
- b) Laundry management, maintenance of furniture and linen
- c) Stock control and inventory and overall supervision of catering and housekeeping services in the kitchens/dinning halls and the hostel(s) respectively.

Requirements for Appointments

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C
- b) Diploma in Home Economics/Catering and Hotel Management/Food and Beverage Production and Services/Hospitality Management from a recognized institution
- c) Have proven merit and ability in work performance

Terms of service –6 Months Contract

V.NO.30/2024 COOK III, JG “E” (15 POSTS)

Duties and Responsibilities

- a) Preparing raw foods for cooking
- b) Cleanliness of equipment used in production
- c) Maintaining hygiene by ensuring cleaning of kitchen and its surroundings
- d) Setting up and preparing equipment for use in food preparation and production
- e) Alerting the supervisor of any defective equipment

Requirements for appointment

- a) Be a Kenyan citizen
- b) KCSE D plain or its equivalent from a recognized institution
- c) Craft certificate in Food and Beverage, Sales and Services or its equivalent from a recognized institution,

Terms of service –6 Months Contract**V.NO.31 /2024 SUPPLY CHAIN MANAGEMENT ASSISTANT III, JG “H” (15 POSTS)****Duties and Responsibilities**

- a) Issuing and receiving stores
- b) Assisting in stock taking
- c) Reconciliation
- d) Preparation and maintenance of records

Requirements for appointment

For appointment to this grade, a candidate must:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C- with a minimum of C- in mathematics English or Kiswahili or its equivalent qualification from a recognized institution
- b) Diploma in Supplies Management or its equivalent qualification from a recognized institution
- c) Certificate in computer application from a recognized institution.

Terms of service –6 Months Contract**V.NO.32 /2024 CLEANING SUPERVISOR/SENIOR SUPPORT STAFF, JG “D” (120 POSTS)****Duties and Responsibilities**

- a) Undertaking cleaning duties in the area of deployment
- b) Performing messengerial duties
- c) Preparing tea and washing utensils
- d) Undertaking any other related duties

Requirements for Appointment

For appointment to this grade a candidate must

- a) Be a Kenyan citizen
- b) Kenya Certificate of Secondary Education mean grade D(plain) or its approved equivalent.

Terms of service –6 Months Contract

How to Apply

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates duly certified, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub- County and ward of residence to reach the undersigned by **16th August, 2024 at 5 p.m.**

Applications should be submitted to the County Public Service Board Offices located next to the Governor's Office.

Bungoma County is an Equal Opportunity Employer. Youth, Women, Persons with Disabilities, Minority and Marginalized groups are particularly encouraged to apply.

PLEASE NOTE: Bungoma County Public Service Board does not charge **ANY FEE** at any stage of the recruitment and selection process.

Canvassing will lead to automatic disqualification

Only shortlisted candidates will be contacted.

The Secretary
County Public Service Board
P.O Box 2489-50200
BUNGOMA